



April 7, 2006

PLEASE RE POST

**BALTIMORE CITY PUBLIC SCHOOL SYSTEM  
DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF RECRUITMENT**

The Chief Executive Officer, Baltimore City Public School System, is seeking individuals meeting the minimum qualifications for the following position:

**BUDGET ANALYST I**  
(\$43,223-\$72,289)

Under the leadership of the Budget Manager, the Budget Analyst I, performs routine to moderately complex budget analysis, fiscal research and related budgeting tasks for academic, administrative, and/or enterprise functional areas. Functions as a proficient level budget analyst reviewing and monitoring budgets for completeness, accuracy, and conformance with procedures, standards and regulatory requirements. Reviews and analyzes routine budgets and makes appropriate recommendations regarding budget requests and allocations. Conducts management budget studies of operations, organizations, and procedures to recommend more efficient administrative systems for budget management and control. Performs trend analyses using customary standard concepts, practices, and procedures. Interprets the application of budgetary policies, regulations, and procedures. Prepares and summarizes budget reports. Resolves budget questions and prepares ad-hoc reports. Monitors budgets as assigned throughout the fiscal year for execution and conformance. Prepares and distributes budget variance narratives. Assists in documenting and maintaining budget system processes and procedures involving budget development.

***Qualified applicant must have the following minimum qualifications:***

- Bachelor's degree in finance, accounting, business administration or related field
- Three years of ***professional experience in finance*** to include at least ***one year in preparing and/or monitoring budgets***.
- Specific experience using Oracle Financials preferred.
- Knowledge of principles and practices of budget management and analysis and fiscal research
- Demonstrated skill in reconciling accounts and preparing clear, concise and comprehensive reports and recommendations
- Ability to conduct management and budget studies, analyze findings, and make effective recommendations
- Ability to establish and maintain effective working relationships with BCPSS personnel and external agencies
- Ability to function effectively in a dynamic organization
- Ability to conduct budget data analyses and reporting using specialized computer applications for financial management such as Oracle
- Proficient in the use of technical computer applications, including Microsoft Office, particularly Excel, Word, PowerPoint and Access
- Good verbal and written communication and presentation skills

**P.A. #79-06**

***Qualified applicants for the above position must submit:***

- Cover Letter
- Resume
- All documentation/certification necessary (copies accepted) to substantiate minimum qualifications

**\*It is important that you include all experiences and education related to the position**

**\*All materials must be received by the closing date**

Qualified applicants for the above position **must** submit their complete package of information to: Baltimore City Public School System, Attn: Ms. Mundell, Department of Human Resources, 200 East North Avenue, Room 110, Baltimore, Maryland 21202. **Review of resumes will begin April 14, 2006. Position is open until filled.** Only candidates receiving further consideration will be contacted. E.O.E. The Baltimore City Public School System encourages resumes from bi-lingual or multi-lingual candidates.